1. Begin a merge for a letter. Use the information in the table as the data base. Save the data as **page 159 data.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | First Name | Last Name | Address | City | State | Zip |
| Mr. | Juan | Ramirez | 324 Estes Street | Johnstown | CO | 80534 |
| Mrs. | Cheryl | Updike | 123 Alice | Milliken | CO | 80543 |
| Ms. | Tanya | Goodman | 1923 Greeley Ave | Johnstown | CO | 80534 |
| Mr. | Shawn | Hewitt | 1568 Broad Street | Milliken | CO | 80543 |

1. Create a letter from Letter #3 on page 159. Supply all the missing letter parts. Use today’s date.Merge it with class data
2. Save the letter as **letter pg 159 Merge**.
3. Merge and print the letters:
   1. Flip on long edge
   2. Two pages per sheet.